

# OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

## *BUDGET DEVELOPMENT SYSTEM (BDS)* ***SUPPLEMENTAL BUDGET TUTORIAL***

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*Version 3.1*  
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# In this Tutorial

As part of the budget process, agencies are given an opportunity to request updates to their current biennium appropriations. This process is called Supplemental Budget. The supplemental budget is a chance to make technical corrections (such as mandatory workload changes) or request critical and emergent funds.

## Activities

Activities are not required for supplemental budgets. You may link expenditure estimates to activities if you choose. This tutorial assumes that the activity descriptions and such are largely unchanged so does not cover the editing of activities. Please see the BDS Basic Budget tutorial for complete instructions on editing activities and performance measures.

This tutorial will walk users through the steps of creating a version, supplemental decision packages, recording performance measures, printing reports required for the supplemental budget request, and finally the electronic release to OFM. Help on BDS functionality screen by screen can be found in the BASS Help files at <http://bass.ofm.wa.gov/basspr/library> or <https://services-bass.ofm.wa.gov/basspr/library> for Fortress Users.

Budget requests go through a series of on-line edits before they can be released to OFM. Appendix I discusses many of the common errors or warnings found in a budget request and discusses possible remedies.

BDS takes on a very different look when the budget is for a 2<sup>nd</sup> year supplemental. The differences of BDS, depending on Budget Type, are discussed throughout the tutorial with a quick reference in appendix II.



## **Lesson 1**

### **Supplemental Request**

## Lesson 1 – Task 1

### Adding a Supplemental Version

Agencies need to create a new version for their supplemental budget request. This version can be any code, any title. This version will be used as your supplemental budget request and will be submitted to OFM once you are finished.

- A. Logon to the BASS system and select **Budget Development System** from the **BASS Main Menu**.

**BDS Menu**

- Load my agency budget base (AFRS Extract)
- Adjust my budget base (View/Edit CB Level Decision Packages)
- Add decision package to my base
- Update decision packages
- Re-prioritize my agency's decision packages
- Lock a decision package
- Lock a budget version
- Other budget management options
- Verify data to be released to OFM

Exit to Main Menu      Exit and Logoff      BDS Help

- B. Select **Other budget management options/ Version Management / Add/Update Version** from the **BDS Menu** to view the following screen.



**Budget Management Console - Version Management**

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters

Budget Period: 2003-05

	Version	Title	Budget Source	Budget Type
1	01	Regular	Agency	Regular
2	02	1st year	Agency	First Year Supplemental
3	03	2nd year	Agency	Second Year Supplemental
4	CB	Second Year Estimate Data	Agency	CB 2nd Year Expenditure Estimates
5	TP	Template Version	Agency	Regular
6	22	2nd Year Supplemental Request	Agency	Second Year Supplemental

Regular  
First Year Supplemental  
Second Year Supplemental  
CB 2nd Year Expenditure Estimates

Save Reset

Agency: 105 5.0.153

- C. Use the **Budget Period** combo box to select the current biennium.
- D. Add any 2-digit version code for the supplemental version to the left of **←Enter Version Here** and hit **tab**.
- E. Type in a version title for the supplemental budget version, hit **tab**.
- F. Use the combo box for **Budget Source** to select **Agency**.
- G. Use the combo box for **Budget Type** to select either 1<sup>st</sup> year or 2<sup>nd</sup> year supplemental and hit the **tab** key.
- H. Click **Save**.
- I. Select **File / Exit to BDS Menu**.

## Lesson 1 - Task 2

### Entering a New Decision Package

The supplemental budget request only requires the changes you are requesting. For this reason it is not necessary to create a current biennium extract and/or decision package. This step is to add a decision package for a maintenance or performance level line item of your supplemental request. This step takes you through entering your estimates either at the agency level or the program level.

- A. Click on **Add decision package to my base** from the **BDS Menu** to view the following screen:

**Add New Decision Package**

**New Decision Package**  
Enter the information below that will define the new decision package.

Budget Period: 2003-05

Version: 22 - 2nd Year Supplemental Reque

Budget Level: M2 - Inflation and Other Rate Chan

Decision Package Code: M28L

View Decision Package Codes

☐ Used for this Version  
☒ Available for this Version

8I - 2002 Reduction Allocations  
8J - Pension CF  
8K - Health Benefits CF  
8L - Lease Rate Adjustments  
8M - Mileage Rate Adjustments  
8N - Reserved for OFM

\* indicates reusable codes

Package Program: Agency Level

Package Title: Lease Rate Adjustments

Package Long Title: Lease Rate Adjustments

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

- B. Use the **Budget Period** combo box to select the current biennium.
- C. Use the **Version** combo box to select the appropriate version for this supplemental budget request.
- D. Use the **Budget Level** combo box to select the appropriate budget level for this supplemental budget request.
- E. Select a two-digit version code from the **View Decision Package Codes** list as appropriate for your maintenance level item. *Note: Performance level decision package codes entered should be alpha-alpha (AA) type codes. Numeric codes are reserved for OFM use.*
- F. Leave the **Package Program** combo box at **Agency Level**. *Note: A specific package program is only used in very selective cases where agencies plan to later merge decision packages. Using this option is confusing and requires additional training. Contact the BASS Help Line for more information, 360 725-5278.*
- G. Type a title in the **Package Title** field. This is a short title used on OFM reports. *Note: This title is pre-filled when you use an OFM defined decision package code for maintenance level.*

- H. If desired, type a longer descriptive title in the **Package Long Title** field. This title will be used on some internal working reports.
- I. Check the **Open decision package after save box**.
- J. Click the **Save** button.
- K. Click **Yes** after reviewing the confirmation option on the next box, then **OK** to acknowledge creation of decision package.

- L. The decision package will open to this **Package Narrative** screen for maintenance level or performance level decision packages.
- M. Enter text into each category using these steps:
  - a. Click on the category title *Note: Recommendation Summary Text is required for electronic release.*
  - b. Type your desired text in the white box on the right
  - c. Click the **Spell Check** button to run through spell check application for this text only.
  - d. Click to select the next category title – the just typed text will be applied to the previous category.
  - e. Click **Apply** when all categories addressed.

*Note: You may copy from an existing document and paste to the text box by using either your right mouse button or <Ctrl-C> to copy and <Ctrl-V> to paste.*

*Note: DSHS and DOT will need to use the **Affected Programs** tab to create program tabs for entering narrative by program. All other agencies are required to have narrative at the Agency Level only.*

- N. Select **File / Save Current Tab Set** from the menu bar.
- O. Select **Edit / Expenditure Detail Amounts** from the menu bar.
- P. Click on the **Affected Programs/Activities** tab to view the following screen.

**Decision Package Console - Expenditure/Staffing Detail Amounts - M2-8L Lease Rate Adjustments**

File Edit View Tools Reports Help


Fund Detail | Objects of Expenditure Detail | FTE Detail | **Affected Programs/Activities** | Expenditure Notes

Additions or removals of Affected Programs/Activities in this window affect the expenditure detail worksheets only.  
 Programs/Activities (including Agency Level) can be added to or removed from the Affected Programs/Activities list.

Available Programs	Available Activities	Affected Programs/Activities
Agency Level		
010 - Administration	A001 Governor's Budget Development	010/A001 Governor's Budget Develop
020 - Budget	A002 Statewide Accounting	010/A002 Statewide Accounting
030 - Information Services	A003 Statewide Systems	010/A003 Statewide Systems
040 - Accounting & Adminis		
050 - Statewide Accounting		
060 - Statewide Policy		
070 - Forecasting		
080 - Management		
090 - Lid		
110 - Statewide Systems		
123 - 12345678901234567890		

Save Cancel

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: M2-8L 5.0.153

- Q. Click to select a program in **Available Programs** all programs affected by this decision package and click an **Available Activity** all activities affected by this decision package in the selected program.   
*Note: Activities are not required for the 2003-05 supplemental budgets. You may choose the first <blank> option if you do not want to assign the decision package estimates to activities.*
- R. Double click on "Agency Level" in **Affected Programs** to remove from this list.
- S. Click **Save**.
- T. Click **Yes** on the following message box.

**Program Deletion Warning**

Deleting this/these programs will result in all associated amount data in the worksheets to be deleted as well.

Agency Level

Okay to delete?

Yes No

- U. Click the **Fund Detail** tab.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-8L Lease Rate Adjustments					
File Edit View Tools Reports Help					
Fund Detail		Objects of Expenditure Detail	FTE Detail	Affected Programs/Activities	Expenditure Notes
Fund AT Code	Fund AT Title	Total FY2005	Pgm 010 / Act A001 FY 2005	Pgm 010 / Act A002 FY 2005	Pgm 010 / Act A003 FY 2005
001-1	General Fund - State	1,275,000	25,000	1,200,000	50,000
	<b>Total Fund 001</b>	<b>1,275,000</b>	<b>25,000</b>	<b>1,200,000</b>	<b>50,000</b>
	<b>&lt;-- Enter Fund Here</b>				
	<b>Fiscal Year 2 Total</b>	<b>1,275,000</b>	<b>25,000</b>	<b>1,200,000</b>	<b>50,000</b>

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: M2-8L 5.0.153

*Note: This screen shot came from a 2<sup>nd</sup> Year Supplemental Version. There is only one column per program for the second year. Users will not be able to enter 1<sup>st</sup> year figures in 2<sup>nd</sup> Year Supplemental Versions except for Current Biennium level decision packages.*

- V. Enter the appropriate fund/appropriation code combination (no dash; i.e., 0011) to the left of **<-- Enter Fund Here** and hit the tab key.
- W. Record your estimates under the appropriate year/program column.
- X. Add funds as necessary to complete the estimate.
- Y. Click anywhere on the Fund 996-Z row and select **Edit / Delete Worksheet Row** to delete.
- Z. Click on the **Objects of Expenditure Detail** tab.
- AA. Enter the desired code (either object, sub-object, or sub-sub-object) to the left of **<-- Enter Object Here** and hit the tab key. *Note: Object is not submitted electronically to OFM, however it is required on the printed Decision Package. This will print rolled-up at the object level regardless of what level was used in the entry.*
- BB. Enter estimates under the appropriate program/year columns.
- CC. Add objects as necessary to complete the estimate.
- DD. Click anywhere on the Object row X and select **Edit / Delete Worksheet Row** from the menu bar to delete.
- EE. Click on the **FTE Detail** tab.
- FF. Record your FTEs using Fund 996-Z. *Note: Users have the option of coding the FTEs to a specific fund, however it is submitted to OFM all at one level. If you choose to code FTEs to fund, follow steps U – Y above.*
- GG. Select **File / Save Current Tab Set** to from the menu bar to save changes.

HH. Select **File / Add a decision package** and repeat this lesson to enter your next decision package or **File / Exit to BDS Menu** if no new decision packages to enter.

## Lesson 1 - Task 3

### Copying a Decision Package from a Previous Version

Often times you may have a decision package that was submitted in the regular budget that you are re-visiting at supplemental time. Maybe it was not funded and you are submitting the request again, or maybe the estimates need to be revised. In this case it may be easier to copy the decision package from the submitted version to your supplemental version, then make the necessary changes.

- A. Select **Update Decision Packages** from the BDS menu.

The screenshot shows a window titled "Budget Summary Console - List Decision Packages by ID". It has a menu bar with "File", "Edit", "View", "Tools", "Reports", and "Help". Below the menu bar is a tab labeled "List Decision Packages by ID". The main area contains a table with the following columns: "Package Program", "Decision Package", "Title", "Agency Priority", "Program Priority", "Status", and "Loc". The first row of data is highlighted in green and contains the following values: "1", "M2-8L", "Lease Rate Adjustments", "0", "Draft", and an empty "Loc" cell. Below the table are two buttons: "Sort" and "Set Filter to All". At the bottom of the window, there is a status bar that reads: "Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: ALL Budget Level: ALL" and a version number "5.0.153".

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1	M2-8L		Lease Rate Adjustments	0		Draft	

- B. Select **File / Change Version/DP Filter** from the menu bar.

The screenshot shows a dialog box titled "Decision Package Filter Screen". It has a subtitle "Decision Package Filter Criteria" and a text box that says "Enter the information below that will define the filter criteria." Below this are four dropdown menus: "Budget Period:" with "2003-05" selected, "Version:" with "02 - 1st year" selected, "Package Program:" with "All" selected, and "Budget Level:" with "All" selected. There is also a checkbox labeled "View Locked Decision Packages Only" which is currently unchecked. At the bottom are three buttons: "OK", "Reset", and "Cancel".

- C. Change the selections to represent the version that you wish to copy from then click **OK**.

- D. Look at the bottom of this screen to verify you are on the appropriate supplemental version. If required, use the **File / Change Version/DP Filter** option to view the correct version.
- E. Find the decision package you wish to copy in the list and click on the row once to highlight.
- F. With this decision package highlighted, select **File / Save As** to bring up the following screen

- G. Select the appropriate Budget Period, Version, Budget Level, and decision package code to save this decision package to. *Does not have to be a mirror of the original.*

**Important note:** *If you copy a regular or 1<sup>st</sup> year supplemental version to a 2<sup>nd</sup> year supplemental version, the first year amounts will be removed from the data.*

- H. Select **Package Program Agency Level**. *Note: If the copy from is a package program Agency Level, then this option will be selected and you will not be able to change it.*
- I. If this is the first time using the decision package code you will need to type in a **Package Title** otherwise it will use the previously assigned title.
- J. Make sure **Open this decision package after save**, **Include Data**, and **Include Text** are checked or click on the box to check, then click **Save**.
- K. Click **Yes** after reviewing the confirmation option on the next box, then **OK** to acknowledge creation of decision package.
- L. This will open the decision package to the narrative screen.



**Decision Package Console - Package Narrative - M2-97 Merit System Increments**

File Edit View Tools Reports Help

Affected Programs Agency Level

**Recommendation summary text. (Used in OFM Budget Systems)**  
 Funding required for merit system increases for new staff not assumed in original budget request...

**How this decision package contributes to the agency's strategic plan and its activities and strategies.**

**Reason for the change.**

**Impact of the change on agency clients and services.**

**Other impacted programs.**

**Relationship, if any, to the State's capital budget.**

Spell Check Apply Reset

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: M2-97 5.0.153

- M. Review and make changes as necessary.
- N. Select **File / Save Current Tab Set** from the menu bar.
- O. Select **Edit / Expenditure Detail Amounts** from the menu bar.
- P. Review and make changes as necessary to the Fund, FTE, and Object tabs. Changes to funding only. Do not include dollars already appropriated.
- Q. Select **File / Save Current Tab Set** from the menu bar.
- R. Select **File / Exit to BDS Menu** from the menu bar.

## Lesson 1 - Task 4

### Entering/Updating Performance Measures

Your agency supplemental budget request will likely result in changes to performance measures. OFM expects that performance level decision packages will result in performance measure changes. Although a new B-11 is not required, you will need to indicate these changes on the printed Decision Package. The following steps will assist you in recording your performance measure assumptions.

- A. Select **Update decision packages** from the BDS menu.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Loc
1	M2-WK	Workload Changes	0	0	Draft		
2	PL-IT	IT Initiatives	0	0	Placeholder		

Sort Set Filter to All

Agency: 105 Budget Period: 2001-03 Version: 2S Package Program: ALL Budget Level: ALL 5.0.26

- B. Look at the bottom of this screen to verify you are on the appropriate supplemental version. If required, use the **File / Change Version/DP Filter** option to view the correct version.
- C. Click once to select the desired decision package to add performance measure data to.
- D. Select **Edit / Performance Measures**.

**Decision Package Console - Performance Measures - M2-97 Merit System Increments**

File Edit View Tools Reports Help

Activities | Performance Measure Detail | Performance Measure Notes

Supported	Activity Title
<input checked="" type="checkbox"/>	A002 - Statewide Accounting
<input type="checkbox"/>	A001 - Governor's Budget Development
<input type="checkbox"/>	A003 - Statewide Systems

Apply Reset

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: M2-97 5.0.153

- E. Determine which Activities this decision package supports and click in the box under **Supported** to mark the goal.
- F. Click the **Apply** button to save these changes. *Note that the activity(s) you selected are now filtered to the top of the list.*
- G. Click the **Performance Measure Detail** tab.

**Decision Package Console - Performance Measures - M2-97 Merit System Increments**

File Edit View Tools Reports Help

Activities | Performance Measure Detail | Performance Measure Notes

Impacted	PM Type	Performance Title	Unit	Incremental Change FY1	Incremental Change FY2	Prior Bien FY1	Prior Bien FY2
<input type="checkbox"/>	OC	PM01 - SWS Users who attend		0.00	0.00	0	0

Apply Reset

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: M2-97 5.0.153

- H. Check the box under **Impacted** for each performance measure that is impacted by this decision package. *Note: Performance measures are not required. If none apply, leave blank.*
- I. Click **Apply** to save. *Note: The "impacted" performance measures are now filtered to the top of the list.*

- J. Record the appropriate incremental changes to each impacted performance measures.
- K. Click **Apply** to save.
- L. Select **View / List Decision Package by ID** to return to the list of decision packages.
- M. Open and update each decision package requiring performance measure information.
- N. Select **File / Exit to BDS Menu** when all decision packages are updated.

## Lesson 1 - Task 5

### Update Revenue Estimates

Revenue should be updated to reflect the current assumptions for receipt during the supplemental process. This steps walks users through adding a revenue only decision package. However, revenue can and should be entered with every applicable decision package including decision packages primarily describing expenditure estimates.

- A. Click on **Add decision package to my base** from the **BDS Menu** to view the following screen:

**Add New Decision Package**

**New Decision Package**  
Enter the information below that will define the new decision package.

Budget Period: 2003-05

Version: 22 - 2nd Year Supplemental Request

Budget Level: CL - Carry Forward Level

Decision Package Code: CL 9L

View Decision Package Codes

☐ Used for this Version  
☒ Available for this Version

9H - FMAP Match Adjustment  
9I - K-12 Inflation  
9J - Nonappropriated Fund Adjust  
9K - Levy Equalization Update-SF  
9L - Local Funding Adjustment  
9M - Medical Inflation

\* indicates reusable codes

Package Program: Agency Level


Package Title: Local Funding Adjustment

Package Long Title: Local Funding Adjustment

☐ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

- B. Use the **Budget Period** combo box to select the current biennium.
- C. Use the **Version** combo box to select the appropriate version for this supplemental budget request.
- D. Use the **Budget Level** combo box to select the appropriate budget level for this supplemental budget request.
- E. Select a two-digit version code from the **View Decision Package Codes** list as appropriate for your maintenance level item. *Note: Performance level decision package codes entered should be alpha-alpha (AA) type codes. Numeric codes are reserved for OFM use.*
- F. Leave the **Package Program** combo box at **Agency Level**. *Note: A specific package program is only used in very selective cases where agencies plan to later merge decision packages. Using this option is confusing and requires additional training. Contact the BASS Help Line for more information, 360 725-5278.*
- G. Type a title in the **Package Title** field. This is a short title used on OFM reports. *Note: This title is pre-filled when you use an OFM defined decision package code for maintenance level.*

- H. If desired, type a longer descriptive title in the **Package Long Title** field. This title will be used on some internal working reports.
- I. Check the **Open decision package after save box**.
- J. Click the **Save** button.
- K. Click **Yes** after reviewing the confirmation option on the next box, then **OK** to acknowledge creation of decision package.
- L. Select **Edit / Revenue Detail Amounts** from the menu bar when the expenditure screen opens.   
*Note: Narrative, including Recommendation Summary text is not required for revenue only decision packages.*

**Decision Package Console - Revenue Detail Amounts - CL-9L Local Funding Adjustment**

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | Affected Programs | Revenue Notes

Revenue Search Criteria

Fund:

Source:

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: CL-9L 5.0.153

- M. Select **Apply** on the **Revenue Filter** screen.

**Decision Package Console - Revenue Detail Amounts - CL-9L Local Funding Adjustment**

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | Affected Programs | Revenue Notes

Fund: All Source: All

Fund Code	Fund Title	Source Code	Source Title	Total FY2005	Agency Level FY 2005
419	Data Process 0499	Other Reven		25,000	25,000
	<b>Total Fund</b>			25,000	25,000
996	Estimated All 9999	Estimated All		0	0
	<b>Total Fund</b>			0	0
	<-- Enter Fi				
	<b>Fiscal Year</b>			25,000	25,000

Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: Decision Package: CL-9L 5.0.153

- N. Enter the **Fund** and **Source** code for the change in revenue.
- O. Enter the estimated change to the revenue source in the appropriate fiscal year columns. *Note: Revenue estimates should reflect the expected change from the previously submitted totals.*
- P. Select **File / Save Current Tab Set** from the BDS Menu Bar.
- Q. Select **Reports / OFM Report / Revenue Estimates (B9)** from the BDS Menu Bar.
- R. Select **Agency Level (All programs rolled up)** for the program level of the report.

Preview

BASS BDS  
Form B9

State of Washington  
Agency Revenues

Budget Period: 2003-05  
Agency: 105 Office of Financial Management  
Version: 22 2nd Year Supplemental Request

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM		
FUND	SOURCE					MAINTENANCE LEVEL/ CAREY FORWARD LEVEL		
				FY 2004	FY 2005	FY 2004	FY 2005	FY 2004
419	0499	Other Revenue						
		Other Revenue	CL-9L				25,000	
SUB TOTAL SOURCE 0499							25,000	
TOTAL FUND 419							25,000	
GRAND TOTAL							25,000	

- S. Click the printer icon to print the report.
- T. Click **Return** to close the report.
- U. Select **File / Exit to BDS Menu**.

## Lesson 1 - Task 6

### Verify Data to be Released to OFM

BDS will check to verify that certain data is in order prior to allowing you to release your supplemental budget. This step will walk you through the steps of verifying the data. Appendix 1 will cover the various error messages and their respective remedies. There are two levels of errors checked for in this verification process. Warnings are errors that may raise flags with your OFM budget analyst, but will not prevent you from releasing your data. Critical errors must be resolved before you will be able to release your data.

- A. Select **Verify Data to be Released to OFM** from the BDS menu
- B. Select **BDS Budget Data**.

**Pre-Release BDS Budget Data**

Make your selections below.

Budget Period: 2001-03 Budget Type: Second Year Supplemental

Version: 2S - 2nd Year Supplemental

Package Program: ALL

Decision Package: ALL

OK Cancel

- C. Verify that the budget period selected in the dropdown box is correct.
- D. Use the **Budget Type** combo box to select the appropriate supplemental budget type.
- E. Use the **Version** selection dropdown box to select the desired supplemental version for release
- F. Use the Program selection dropdown box to select **All** programs.
- G. Use the **Decision Package** combo box to select **All** decision packages.
- H. Click **OK** to run the pre-release edit report.
- I. Click **Return** to return to the BDS menu after reviewing or printing the report.
- J. If any errors need to be corrected, use the **Update decision packages** menu option to return to the list of decision packages and open required decision packages to the appropriate section using the **Edit** menu bar option. *Note: Disregard message that indicate you have not used an OFM pre-assigned code for a maintenance level decision package. This rule will not be enforced for any 2001-03 budget requests.*



## Lesson 1 - Task 7

### Supplemental Budget Reporting

Your supplemental maintenance and performance level decision packages will be electronically submitted to OFM when you release data. OFM still requires hard copies of the decision packages and recommendation summary report. You will first have to update the status of your decision packages from the default status of **Draft**. Please see the supplemental budget instructions additional information on reporting requirements.


- A. Select **Other budget management options / Decision Package Control** from the **BDS Menu**.

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1	M2-8L		Lease Rate Adjustments	0		Final	<input type="checkbox"/>
2	M2-97		Merit System Increments	0		Final	<input type="checkbox"/>

Buttons: Save, Reset, Sort, Set Filter to All

Status Bar: Agency: 105 Budget Period: 2003-05 Version: 22 Package Program: ALL Budget Level: ALL 5.0.153

- B. Verify at the bottom of this screen that the version viewed is the same as your supplemental budget version to be printed.
- C. For each decision package to be printed (or all decision packages) use the combo box in the **Status** column to select either **Final** or the blank option. *Note: Whatever option is selected here will print on the Decision Package report.*
- D. Click **Save** to save these changes.
- E. Click a row once to select the first decision package to be printed.
- F. Select **Reports / OFM Reports / Decision Package**. *Note: If your agency is appropriated by program, use the Decision Package Program Detail report.*
- G. Select **No** for **Do you want this formatted for word?**
- H. Click the printer icon to print the report.
- I. Click **Return** to return to the **Decision Package Control** screen.

- J. Repeat for each required decision package.
- K. From the **Decision Package Control** screen, select **Reports / OFM Reports / Recommendation Summary**.
- L. Select the Agency Level option for printing your Recommendation Summary. Click **OK** when selected.  
* Note: Agencies appropriated by program should also run a Recommendation Summary by **All Programs at the Program Level**.*
- M. Print the report then click **Return** to return to the previous screen.
- N. From the **Decision Package Control** screen, select **Reports / OFM Reports / Revenue Estimates (B9)**, if you have revenue to report.
- O. Review reports for accuracy.
- P. When satisfied with your supplemental budget data and reports select **File / Exit to Main Menu**.

## Lesson 1 - Task 8

### Releasing Data to OFM

BASS Main Menu

You must submit your data to OFM for the budget division to transmit the data to OFM Budget Division Systems (i.e., WinSum). This release always takes place from the Release Data to OFM function from the BASS main menu. As added security, authorization of releasing data is granted separately from the respective BASS subsystems themselves. You may need to refer to an Agency Access Report to find who in your agency has authorization to electronically release BDS data for your agency. Only maintenance level and performance level decision packages are transmitted to OFM electronically.

- A. Select **Release Data to OFM** icon from the BASS Main Menu.
- B. Select the **BDS** tab.

The screenshot shows a software interface titled "Agency: Office of Financial Management". Below the title bar are four tabs: "PMTES - Tracking", "BDS", "BDS - Other", and "CBS". The "BDS" tab is selected. Inside the "BDS" tab is a dialog box titled "Release Budget Data to OFM". This dialog box contains several fields and checkboxes:

- Budget Period:** A dropdown menu showing "2003-05".
- Budget Type:** A dropdown menu showing "S2 - Second Year Supple".
- Version:** A dropdown menu showing "22 - 2nd Year Supplemental Request".
- ☒ **Include Narrative, Fund, FTE and Revenue.**
- Package Program:** A dropdown menu showing "Entire Version".
- Decision Package:** A dropdown menu showing "All Decision Packages".
- ☐ **Include Working Capital.**
- Release** button.

- C. Select the **Budget Period** for the data release.
- D. Select the **Budget Type** for the 1<sup>st</sup> year or 2<sup>nd</sup> year supplemental budget being released.
- E. Select the **Version** to be released. *Note: Only versions designated with the selected budget level that have decision packages with Maintenance Level or Performance Level will be displayed.*
- F. Click to check the **Include Narrative, Fund, FTE, and Revenue** is not already checked.
- G. Select **All Programs** for the program to be released.
- H. Select **All Decision Packages** from the decision package combo box.

- I. Click **Release** to submit the data to OFM.
- J. The next screen will present the Pre-Release Edit Report for you to validate errors if no critical errors exists. After reviewing any errors you can either click **Release** to release the version or **Return** to cancel the release.
- K. Select the **Reports** button in the upper right hand corner of the screen

Agency:

System: Operating Budget Submittal (BDS)

Budget Period: 2001-03

Report Start Date: 07/25/2000

Report End Date: 09/13/2002

Generate Report

- L. Select **Operating Budget Submittal (BDS)**.
- M. Select the appropriate budget period.
- N. Select a report **Start Date** and **End Date** you wish to view submitted versions for.
- O. Click Generate Report.
- P. After reviewing or printing the report click **Return** to close the report screen.
- Q. Click **Logout** in the upper right hand corner of the screen.

***Congratulations!!! You have completed submitting your Supplemental Budget Data!!***



## Appendix I – Pre-Release Error Messages

- Fund code 'XXX' in the Fund Detail grid is not a valid fund
  - An invalid fund exists in the Fund Detail worksheet for this decision package. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
    - ◆ Please note that in addition to non-defined funds, 406, 427, 428, 239, and 996 are not allowed.
- Appropriation type 'X' in the FUND Detail Worksheet is not a valid appropriation type
  - An invalid appropriation type exists in the Fund Detail worksheet for this decision package. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
    - ◆ Please note that in addition to non-defined appropriation codes\ 3, 4, and 9 are not allowed.
- Fund 'XXX' Appropriation type 'X' in the Fund Detail Worksheet is not a valid fund and appropriation type combination.
  - The system will verify that fund/appropriation type combinations are valid by agency. Even if the amount is zero, the fund must be deleted from the worksheet. Click on any cell in the row and select **Edit / Delete Worksheet Row**.
    - ◆ For example, fund 001-General Fund cannot be combined with appropriation type 6-Non-Appropriated.
- Fund in the Fund Detail Worksheet is not a valid use of this fund code. (State, Federal, Private/Local)
  - The system will verify that funds included in the submittal version are active and valid for this submittal.
    - ◆ For example, funds 996, 406, 427 are not valid.
- Program Code 'XXX' is not a valid program in the OFMs statewide programs table. Please contact your OFM analyst.
  - The OFM Budget Division's systems will not recognize the program (or sub-program) code unless it is entered by OFM. By calling, staff can enter the program into the proper titles table and resolve potential conflicts prior to releasing the data.
    - ◆ DSHS is required to submit at the sub-program/budget unit level for programs 020, 030, and 040.
- No program code found for data in the Fund Detail Worksheet. Run an OFM Recommendation Summary, 'All Programs at the Program Level' for a listing of decision packages where program is <blank>.
  - You must have a program defined in each column of the worksheets. An agency level column does not have any coding for program or otherwise associated with it. Use the Affected Programs tab to establish a program level column. See page 12 for more information.
    - ◆ DSHS is required to submit at the sub-program/budget unit level.

- Maintenance level decision package XX-Title is not one of the OFM pre-assigned decision package codes. Maintenance level decision packages should use codes as determined by OFM. Please refer to the OFM Budget Instructions for a list of codes to determine which decision package code is most appropriate for this decision package.
  - Please disregard this warning for 2001-03 budgets including supplemental. The rule is implemented with 2003-05 budgets.
- Recommendation Summary Text required at the Agency Level
  - Recommendation summary text is required at the agency level for all agencies except DSHS, DOT, and OSPI. You have likely used the "Affected Programs" narrative tab to enter your text. You may use the "Affected Programs" narrative tab to add an affected program of Agency Level then copy the text to Agency Level. If the decision package was entered as a "Package Program program specific decision package, it will be necessary to save as a "Package Program" **Agency Level** decision package, then open up the narrative screen of the saved decision package to add agency level to affected programs. In this case, delete your original decision package.

## Appendix II – BDS Differences from the Regular Budget type

Screen/Report	1 <sup>st</sup> Year Supplemental	2 <sup>nd</sup> Year Supplemental
Working Capital	Screen Disabled	Screen Disabled
Exp Detail Worksheets	Same	Amounts all zero in the 1 <sup>st</sup> fiscal year (exception CB). No data will be copied to or stored in the 1 <sup>st</sup> fiscal year. Users will not be able to enter data in the first fiscal year.
Exp Detail Worksheets	Same	Viewing of 1 <sup>st</sup> year columns will be disabled from worksheets.
FTE Detail Annual Average	Same	Row hidden, only the 2 <sup>nd</sup> year total will be displayed.
Reports with Annual Average FTE	Same	Label will show "FY2 Total" and only the 2 <sup>nd</sup> year total will be displayed
Recommendation Summary	Current Biennium line reflects current biennium is same as budget period	Current Biennium line reflects current biennium is same as budget period
BDS-BRS Reports	Same	If any version is a 2 <sup>nd</sup> year supplemental version, Annual Average FTE line will be asterisked and a report footnote will read "disregard annual average FTEs for 2 <sup>nd</sup> year supplemental versions".



## Index

## Tutorial Evaluation Supplemental Budget

	Strongly Disagree			Strongly Agree	
This tutorial was helpful in getting me through the business processes	1	2	3	4	5
This tutorial was helpful in getting me through the system's technical processes	1	2	3	4	5
Additional training was not necessary given the structure and content of this tutorial	1	2	3	4	5
The steps of the tutorial successfully anticipated the special needs of my agency	1	2	3	4	5
The tutorial was clear, concise, and easy to understand	1	2	3	4	5
I did not need to request additional assistance to complete the business processes	1	2	3	4	5
It was easy to find answers to my specific question in this tutorial	1	2	3	4	5

The best feature of this tutorial is: \_\_\_\_\_

The worst feature of this tutorial is: \_\_\_\_\_

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

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